



DEPARTMENT OF EDUCATION

P.O. Box 83720
BOISE, IDAHO 83720-0027

MR. TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of Student Transportation

To: Transportation Supervisor and/or Business Manager
From: SDE Student Transportation
Re: New Buses on Depreciation Schedule

District #:
Date:
Bus #:

To assist in placing new buses on the depreciation schedule as quickly as possible, attached is a copy of the new bus inspection form for buses recently purchased by your district. Before any newly purchased school bus can be calculated for depreciation reimbursement, the following documents must be sent to SDE Student Transportation. Please submit the required documents to SDE as soon as possible to update your district's depreciation schedule.

1. A complete copy of the district's actual bid specifications, from the vendor of the bus purchased.
2. A summary of all the bids received and the amounts. If only one bid was received, send a copy of the bid amount quoted from the bus dealer.
3. A copy of the final invoice or invoices for payment.
4. A copy of the check(s) or a copy of the lease agreement.
5. Copy of bidding advertisement.
6. The pink copy of the New Bus Inspection Form verifying any repairs needed to the bus.
7. Copy of School Board Meeting minutes approving the purchase of the school bus.
8. A copy of the delivery expenses if the bus is not purchased FOB district. Expenses shall be for only one person per unit, for the most direct route from the factory to the district and for a reasonable amount of time. Expenses incurred to travel from the district to the factory are non-reimbursable. (Submit on the SDE School Bus Delivery Expense Claim Form located on the web site.)
9. If the district did not accept the lowest bid, a detailed explanation of the reason(s) for the non-acceptance and a copy of the bid for the bus that was actually accepted under the signature of the district superintendent.

SDE USE ONLY	
1.) Need 2.) Need 3.) Need 4.) Need 5.) Need 6.) Need 7.) Need 8.) Need 9.) Need 10.) Need	<u>Contacted SD:</u>
KEY: R: Received; N: Need	

Please mail information to: Department of Education, Student Transportation
P.O. Box 83720
Boise, ID 83720-0027